

***Small Cities Community Development Block Grant  
Program***

***Innovative Development Fund***

***Pre-Application***

***2003***

***State of New Jersey  
James E. McGreevey, Governor***

***Department of Community Affairs  
Susan Bass Levin, Commissioner***

**Small Cities  
Community Development Block Grant  
Program**

***Administered by the  
New Jersey Department of Community Affairs  
Division of Housing and Community Resources***

***Keith A. Jones, Director***

***For Information Concerning  
The Small Cities CDBG Program  
Please Contact:  
Department of Community Affairs  
Division of Housing and Community Resources  
101 South Broad Street  
PO Box 806 (5<sup>th</sup> Floor)  
Trenton, New Jersey 08625-0806***

***Attention: Small Cities Administrator  
(609) 633-6278***

***Or***

***Go to:  
[www.state.nj.us/dca/dhcr/smallcities.htm](http://www.state.nj.us/dca/dhcr/smallcities.htm)***

## INTRODUCTION

The purpose of this pre-application is to bring the applicant and the Department together in order to determine the eligibility and feasibility of a proposed Innovative Development project. It is designed to begin a discussion that may lead to the submission of a full application and funding or to a determination that the proposal as structured does not meet Small Cities Program requirements.

New Jersey's Innovative Development Fund is intended to address specific community development needs and objectives that the Department determines do not qualify for assistance from other Small Cities funding categories. Prospective applicants for assistance from this fund are encouraged to contact the program staff for assistance prior to submitting formal requests.

Requests must clearly meet one of the three National Objectives of the Housing and Community Development Act of 1974, as amended, and indicate why assistance from other Small Cities funding categories is not being sought. Applicants must describe the problem to be addressed and certify that the actions proposed will provide an appropriate solution and can be readily implemented. Grants may not exceed \$400,000 unless compelling reasons for exceeding that amount are accepted by the Department.

Only municipal or county governments may apply. They may apply on behalf of public agencies and may sponsor assistance to non-profit agencies, developers, and other entities to support qualified activities. Direct assistance to for-profits must be in the form of a loan to acquire or renovate fixed assets (plant and equipment); not for operating capital or inventory. Loan terms are negotiable based on the borrower's ability to carry debt, a reasonable rate of return, and benefits to low income people and to the community at large. However, Small Cities funds may not be the primary source of financing. Similar requirements apply when non-profits are assisted; however, the terms may be more generous and Small Cities funds may be the primary funding source in such cases.

A pre-application may be submitted at any time; there is no filing deadline.

A public hearing is **NOT** required at this time, but one must be held prior to the submission of a full application.

The chief elected official of the unit of local government filing the application must sign where indicated on Form ID-2, page 3.

### **PLEASE SUBMIT AN ORIGINAL AND TWO COPIES OF THE PRE-APPLICATION TO:**

**New Jersey Department of Community Affairs  
Attention: Small Cities Unit  
101 South Broad Street; 5<sup>th</sup> Floor  
PO Box 806  
Trenton, NJ 08625-0806**

## **PREAPPLICATION INSTRUCTIONS**

### **1. Project Summary Description**

Specifically describe the project by addressing the following in your statement

What will be done;  
What need(s) will be addressed;  
How many and what percent of those benefiting from the proposed activity are of low or moderate income, as defined by the U.S. Department of Housing and Urban Development;  
What is the total cost of the project (itemize component and associated costs);  
What other funding sources are or may be involved;  
What is the prospective schedule, from starting date to completion

### **2. Qualifying Statements**

Describe the unique, unusual or exceptional nature of this project that requires application to the Innovative Development Fund rather than to other Small Cities funds

Identify which National Objective (benefit to people of low/moderate income; prevention/elimination of slums and blight; emergent need) your project will address and describe the basis for your claim

### **3. Necessity of Funding**

Explain why this project would not proceed without Small Cities funds.

### **4. Prevailing Wage Acknowledgement**

Where direct assistance is involved, the prospective borrower must submit a signed statement certifying that prevailing wage rates were factored into any construction cost estimates presented. You may contact the Small Cities Program for assistance.

**PROJECT SUMMARY****1. Name of Applicant**


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Municipality/County

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Address

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City Zip Code
**2. In \_\_\_\_\_ County****3. State Legislative District \_\_\_\_\_****5. Name of Contact Person**


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Name Title Phone
**6. Name of Chief Financial Officer**


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Name Title Phone
**7. Name of Project** \_\_\_\_\_**8. Small Cities Grant Request \$** \_\_\_\_\_**IF APPLICABLE**

Certification by Borrower: To the best of my knowledge and belief, the information provided herein is true and correct.

\_\_\_\_\_  
Name and Title Date

**REQUIRED**

Certification by Applicant: To the best of my knowledge and belief, the information herein is true and correct.

\_\_\_\_\_  
Name and Title (Chief Elected Official) Date